



REQUEST FOR BOARD ACTION

ITEM NO. 9.

DATE OF MEETING: September 19, 2011

REQUESTED BY: Glenda Pridgen, Administrative Assistant

SHORT TITLE: Resolution to Consider Approving Appointment to the Pender County Tourism Development Authority (TDA) and Pender Memorial Hospital Board

BACKGROUND: The County Manager/County Clerk advertises vacancies on boards, commissions, committees, task forces, etc. The County Manager/County Clerk serves only clearinghouse functions with respect to the appointment process; no influence is exerted in this role. Commissioners are welcome to recruit applicants, or citizens may apply of their own free will.

SPECIFIC ACTION REQUESTED: The Board is requested to consider a resolution approving appointment to the Pender County Tourism Development Authority (TDA) and Pender Memorial Hospital Board.

COUNTY MANAGER'S RECOMMENDATION:

All appointment authority rests with the Board of Commissioners.

RESOLUTION

NOW THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that the following appointments are made:

Tourism Development Authority: (1 appointment)

TDA

The TDA was created by the Board of Commissioners and its purpose is to enhance and stimulate the economy of Pender County through the advancement of tourism activities. The Authority meets the 3rd Thursday of each month at 6:00 p.m., except for two months during the summer. The Authority is comprised of nine Board of Commissioners appointments which consist of: one Chamber of Commerce member, three Occupancy Tax Collectors, and one person from each Commissioner District; plus five Ex-Officio members. The members' terms are staggered. The Chamber of Commerce appointment is rotated each year among the three Chambers in the County: Burgaw Area Chamber, Greater Hampstead Chamber and Greater Topsail Area Chamber. This appointment is for the Greater Topsail Area Chamber and the term will expire August 31, 2012. The County provides funding to the Tourism Development Authority.

Applicant: Dot Cotman, Hampstead

Hospital Board: (1 appointment)

Hospital Board

Pender Memorial Hospital is governed by a nine member Board of Directors as follows: Five Board of Commissioners appointments, with one person from each Commissioner District; 3 members appointed by New Hanover Regional Medical Center; and the Chief of Pender Memorial Hospital Medical Staff. The Board meets the 3rd Wednesday every two months at 9:00 a.m. A description of Board duties, competencies, and a suggested application review process is attached. The current appointment is to fill an expired term for District 3. This appointment term will expire July 25, 2014. The County does not provide funding to the Hospital.

Applicants to Date: Christopher Sikes, Rocky Point
Bernadette Silivanch, Rocky Point

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ Tate ___ Rivenbark ___ Ward ___ Williams ___

George R. Brown, Chairman 9/19/11
Date

ATTEST 9/19/11
Date

PENDER COUNTY

Application for Appointment to Boards/Commissions/Committees



Appointees to Pender County Boards/Commissions/Committees must be a Pender County resident and must be at least 18 years of age. Please complete this application and return to: Pender County Manager's Office, PO Box 5, Burgaw, NC 28425.

APPLICANT INFORMATION															
Last Name			Cotman			First		Dot		M.I.	Date	8-25-11			
Physical Address						323 Sandpiper Lane				Apartment/Unit #					
City			Hampstead			State		NC		ZIP		28443			
Mailing Address (if different from above)															
City						State				ZIP					
Home Phone			910-620-7948			Work Phone			910-329-4446			E-mail Address 1		hampstead_1@att.net	
Fax Number						E-mail Address 2									
Board Interest(s)															
<h2>Tourism Development Authority</h2>															
How long have you been a resident of Pender County?															
16 years															
EDUCATION															
High School			Highland Park HS			Location		Dallas, TX							
From		To		1963		Did you graduate?		YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>					
College			Stetson University			Location		Deland, FL							
From		To		1967		Did you graduate?		YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>		Degree		BA Education	
Other						Location									
From		To				Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
EMPLOYMENT HISTORY															
Current Employment		Greater Topsail Area Chamber of Commerce & Tourism					Job Title			Membership Manager					
Responsibilities		new membership and ambassador program													
Previous Employment		Coldwell Banker Sea Coast Realty					Job Title			Office Manager					
Previous Employment							Job Title								
Previous Employment							Job Title								
COMMUNITY INVOLVEMENT															
Please list current and past membership in civic or other organizations and offices held:															
<p>Hampstead COC Board President, Topsail Historical Society President, Topsail Garden Club Secretary, Topsail Belles Ladies Club, Hampstead Ladies Club</p>															

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?			
YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/> If yes, explain (including length of service).
State reasons why you feel qualified for this appointment(s): I have served on Topsail COC & Tourism and Hampstead COC Boards each for 7 years. I have lived in Pender County for 16 years. I am currently employed by the Greater Topsail Area Chamber of Commerce and Tourism.			
MILITARY SERVICE			
Branch		N/A	
Rank at Discharge		From	To
		Type of Discharge (optional)	
CONFLICTS OF INTEREST			
Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?			
YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/> If yes, explain.
Is any member of your family employed by Pender County, or currently serving on a board/committee/commission appointed by or affiliated with Pender County?			
YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/> If yes, list family member name(s) and position/board or committee(s).
Please add any additional information you would like to share supporting your interest and qualifications for this appointment.			
DISCLAIMER AND SIGNATURE			
NOTE: This Information will be used by the Pender County Board of Commissioners in making appointments to Pender County Boards/Commissions/Committees. In the event you are appointed, it may be used as a news release to identify you to the community. This application is considered a public record.			
Signature		Date	
Dorothy T Cotman		8/25/11	

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APPLICANT INFORMATION																							
Last Name			Sikes			First		Christopher		M.I.	R	Date	15Aug2011										
Physical Address										700 Ridgecrest Lane				Apartment/Unit #									
City					Rocky point					State		NC			ZIP		28457						
Mailing Address (if different from above)																							
City					State					ZIP													
Home Phone			910-352-6156			Work Phone			910-352-6156			E-mail Address 1				csikes91@gmail.com							
Fax Number										E-mail Address 2													
Board Interest(s)														<h2>Pender Memorial Hospital Board</h2>									
How long have you been a resident of Pender County?														4.5 years									
EDUCATION																							
High School					E.A laney high school					Location				Wilmington									
From		1992		To		1996		Did you graduate?		YES		<input checked="" type="checkbox"/>		NO		<input type="checkbox"/>							
College					Cape Fear Community College					Location				Wilmington									
From		2005		To		2009		Did you graduate?		YES		<input type="checkbox"/>		NO		<input checked="" type="checkbox"/>		Degree		Nursing/criminal justice			
Other					US Army Medical Center and School					Location				Fort Sam Houston, Texas									
From		1996		To		1996		Did you graduate?		YES		<input checked="" type="checkbox"/>		NO		<input type="checkbox"/>		Degree		Health Care Specialist			
EMPLOYMENT HISTORY																							
Current Employment					Coastal Beverage Company					Job Title				Delivery Team Leader									
Responsibilities														Oversee and Train a team of 5 delivery drivers, handle concerns and complaints, make sure all product is delivered on assigned routes									
Previous Employment					North Carolina National Guard					Job Title				Heath Care Specialist									
Previous Employment					Clear water plumbing					Job Title				Plumber									
Previous Employment					US Army					Job Title				Health Care Specialist									
COMMUNITY INVOLVEMENT																							
Please list current and past membership in civic or other organizations and offices held:																							
Life member of Veteran of Foreign Wars post 2573 Junior Vice Commander, VFW Post 2573 House Committee, VFW Post 2573																							

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?			
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain (including length of service).	
State reasons why you feel qualified for this appointment(s):			
I have spent 14 years in the army medical field and want to continue to help make the Pender Memorial Hospital a great community hospital. As a member of the community and a Veteran I want to make sure all people of this area will be able to receive the best medical care possible in modern up to date facilities. I will strive to make sure the hospital is able to respond to all of Pender Counties needs.			
MILITARY SERVICE			
Branch US Army		From 1995	To 2008
Rank at Discharge Sergeant		Type of Discharge (optional) Honorable	
CONFLICTS OF INTEREST			
Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?			
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain.	
Is any member of your family employed by Pender County, or currently serving on a board/committee/commission appointed by or affiliated with Pender County?			
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, list family member name(s) and position/board or committee(s).	
Christy Sikes, Pender County Board of Education, Teacher at Cape Fear Elementary School			
Please add any additional information you would like to share supporting your interest and qualifications for this appointment.			
DISCLAIMER AND SIGNATURE			
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Signature Chris Sikes		Date 15 August 2011	

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APPLICANT INFORMATION									
Last Name Silivanch			First Bernadette			M.I. M	Date 9/1/2011		
Physical Address 290 Gooseneck Road E						Apartment/Unit #			
City Rocky Point			State NC			ZIP 28457			
Mailing Address (if different from above)									
City			State			ZIP			
Home Phone 910.210.3192			Work Phone 910.617.2198			E-mail Address 1 bernybms@gmail.com			
Fax Number					E-mail Address 2				
Board Interest(s) Pender Memorial Hospital									
How long have you been a resident of Pender County?									
EDUCATION									
High School J.W. Hallahan				Location Philadelphia, PA					
From	65	To	69	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>			
College Immaculata University				Location Immaculata, Pa.					
From	69	To	73	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree Psych/Sociology Elem Ed		
Other Temple University				Location Philadelphia, Pa					
From	74	To	76	Did you graduate?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Degree MEd./+Certification School Psychology		
EMPLOYMENT HISTORY									
Current Employment		Coldwell Banker Commercial				Job Title Broker			
Responsibilities		Sales, Marketing							
Previous Employment		Global Data Services				Job Title VP Research, Finance			
Previous Employment		BMS Properties				Job Title VP Finance, Prop Mgmt			
Previous Employment		Chester County				Job Title School Psychology			
COMMUNITY INVOLVEMENT									
Please list current and past membership in civic or other organizations and offices held:									
Wilmington Symphony Orchestra									
American Cancer Society									
LGA									
American Heart Association									
Wilmington Business & New Hanover Schools, Yearly Tree Decoration									

Have you ever served or are you currently a member of any Pender County or other local government board/commission/committee?		
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain (including length of service).

State reasons why you feel qualified for this appointment(s):

Currently a Commercial Broker with Coldwell Banker Commercial and a resident of Rocky Point, NC.

Experience

- VP of Research, Finance & Purchasing for National Search Firm servicing Fortune 500 Clients, Global Data Services, Inc
- VP of Finance/ Property Management, BMS Properties Inc.
- Residential Broker License in New York
- Drug & Alcohol Therapist Huntington, NY
- School Psychologist Philadelphia Pennsylvania
- Special Education Teacher – Severe & Profound/ ADHD LD
- Math & Science Teacher New Hanover Parsley & Murrayville Schools

As a member of this community, coupled with my energy and enthusiasm I believe I can bring a fresh perspective to the board and be instrumental in helping the hospital realize its vision.

MILITARY SERVICE

Branch	From	To	
Rank at Discharge	Type of Discharge (optional)		

CONFLICTS OF INTEREST

Are you aware of any legal, ethical or personal conflict of interest by serving as a member of this Pender County board/commission/committee?

YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, explain.
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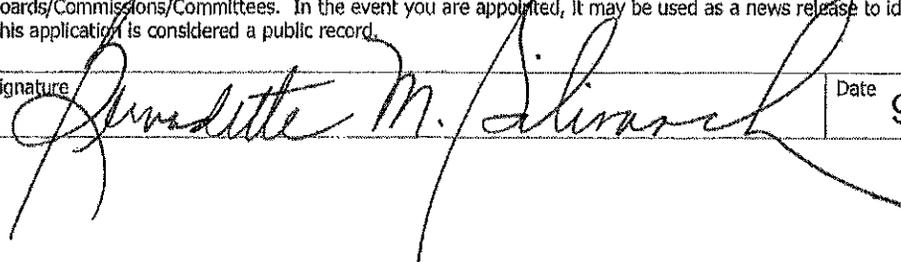
Is any member of your family employed by Pender County, or currently serving on a board/committee/commission appointed by or affiliated with Pender County?

YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, list family member name(s) and position/board or committee(s).
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Please add any additional information you would like to share supporting your interest and qualifications for this appointment.

DISCLAIMER AND SIGNATURE

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Signature 	Date 9/1/2011
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**Pender Memorial Hospital
(attachments)**

- Board of Trustee Job Description
- Trustee Core Competencies
- Draft Applicant Review Process
- Trustee Education and Development Plan

PENDER MEMORIAL HOSPITAL
Board of Trustee Job Description

The Fundamental Duty of Oversight: The Pender Memorial Hospital Board of Trustee oversees and governs the hospital's efforts to achieve its' vision, mission, core values and goals. The duties of care, loyalty, and obedience describe the manner in which PMH board members are required to carry out the fundamental duty of oversight.

Duty of Care: Duty of care requires PMH board members to have knowledge of all reasonably available and pertinent information before taking action. A PMH board member must act in good faith, with the care of an ordinarily prudent businessperson in similar circumstances, and in a manner he or she reasonably believes to be in the best interest of the hospital.

Duty of Loyalty: The duty of loyalty requires PMH board members to candidly discharge their duties in a manner designed to benefit only the hospital, not the individual interests of the PMH board member. It incorporates the duty to disclose situations that may present a potential for conflict with the hospital's vision, mission and goals.

Duty of Obedience: The duty of obedience requires PMH board members to ensure that the hospital's decisions and activities adhere to fundamental purpose and mission, as stated in it's charter.

General Expectations:

1. Know the hospital's vision, mission, core values, and goals.
2. Know the difference between Governance and Management
3. Prepare for the policy discussion and decisions-making required for governance excellence within the system
4. Avoid asking for special favors of the staff, including special requests for extensive information, without prior consultation with the President
5. Counsel the President as appropriate and support him/her through difficult relationships with groups or individuals.
6. Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors (all matters of potential significance should be brought to the President and the PMH Board Chairperson)
7. Be willing to serve in a leadership position and undertake special assignments enthusiastically.
8. Consider giving an annual gift according to personal means.
9. Assist the affiliated NHRMC Foundation by implementing fundraising strategies through personal relationships with corporations, individuals, and other foundations
10. Be willing to mentor a new trustee.

11. Take advantage of educational opportunities to remain current on changing trends and issues affecting governance.
12. Prepare for board and/or committee meetings including appropriate hospital activities.
13. Actively participate in board and/or committee meetings with forethought, courtesy, critical thinking, analysis, and attention to results.
14. Ask timely and substantive questions at board and/or committee meetings consistent with individual conscience and convictions, while at the same time supporting the majority decision on issues voted on by the PMH board.
15. Maintain confidentiality of the PMH executive sessions and speak for the PMH or hospital only when authorized to do so.
16. Suggest agenda items periodically to board or committees meetings to ensure that significant policy –related matters are addressed.
17. Disclose any possible conflicts of interest in a timely fashion.
18. Maintain independence and objectivity and act with a sense of fairness, ethics, and personal integrity.
19. Never offer or accept favors or gifts from anyone who does business with the hospital.
20. Establish and foster personal relationship with other local governmental officials and legislators to promote collaborative efforts beneficial to the hospital.

Accountable to: Pender Memorial Hospital Chairperson of Board of Trustees and President of Pender Memorial Hospital

Term of Service: Three year term

Adopted by Executive Committee on March 7, 2011

Individual Trustee Core Competencies (Draft)

Core:

- Finance
- Information Technology
- Community Outreach and Knowledge of Local Government
- Strategic Planning
- Construction Facilities Management
- Marketing/Public Relations
- Broad Human Resource Experience

Supplemental Core:

- Broad Healthcare and Clinical Experience
- Previous Board Experience
- Experience in Managing Quality
- Legal
- Understanding of small to medium organizations

Pender Memorial Hospital Applicant Review Process

DRAFT

1. Assess organization's needs (immediate and long term)
2. Evaluate current composition of Board (strengths and opportunities)
3. Identify needed competencies by comparing organization needs with current composition
4. Write the above as criteria
5. Present core competencies (criteria) to Board
6. Collect suggestions of potential Board candidates from Board members on a regular basis
7. Refer individuals interested in serving as a Pender Memorial Hospital Trustee to Pender County Commissioners to make an application
8. Check with Pender County on a regular basis for new applications for the Pender Memorial Hospital Trustee Board in order to keep a file of potential candidates current
9. Keep candidates profile summaries current
10. Review applications, profiles, and current needs when vacancy is pending
11. Make arrangements with NHRMC Vice President of Human Resources to conduct criminal background check on all candidates that will be recommended for nomination
12. Make recommendations(s) to the Chair of the County Commissioners including rationale or recommendation(s) and submit more than one candidate for each Board position to be filled
13. County Commissioners make appointments and notify the Pender Memorial Hospital President
14. Pender Memorial Hospital President contacts the appointed Trustee(s) and schedules the orientation
15. Pender Memorial Hospital Board of Trustees Chair pairs the new Trustee(s) with current Trustee(s) for mentoring
16. Continue education, training, and leadership development

PENDER MEMORIAL HOSPITAL
Board of Trustees
Education and Development Plan

GOAL: To increase awareness of and more understanding about the various issues impacting our health care industry and Pender Memorial Hospital.

OBJECTIVES: (specific, measurable, attainable, results-oriented, time determined)

1. Make continuing education a monthly board agenda item—high on the agenda.
2. Provide a menu of potential topics for board members to consider and allow members to select their topics of interest for the next meeting.
3. Provide a board member orientation manual for each member.
4. Conduct an orientation training session for new board members.
5. Evaluate continuing education initiatives and look for improvements.
6. Request board members to share timely and appropriate information regarding information that might be helpful to PMH.
7. Offer and encourage board members to take advantage of educational opportunities to attend conferences, workshops, seminars, etc. (Confer with the President for more details)
8. Conduct an effective and meaningful board assessment regularly (annually or every other year).
9. Provide an opportunity for the Executive Committee to evaluate its' performance annually.
10. Provide an instrument or process to assess each board member performance.
11. Effectively measure and monitor changes in board performance as a result of the formal assessments.
12. Develop meaningful criteria and a formal process to evaluate the qualifications and competencies for recommending board members—including reappointments.
13. Develop a formal recognition and reward plan for board members.
14. Add others